

OHIO DEPARTMENT OF HEALTH
ANNUAL
HOSPITAL REGISTRATION AND PLANNING REPORT
STATISTICAL INFORMATION
Instructions and Definitions

General Instructions

Enclosed is a copy of a reporting form. This information is required under Ohio Revised Code, Section 3701.07.

In order to facilitate completion of this report; please respond to all blank items. When the information is not applicable put NAP in the provided spaces.

SCHEDULE A - IDENTIFICATION

Instructions

Satellite units owned and operated by the hospital, which are independently registered, will submit a completed copy of the Annual Hospital Registration and Planning Report.

Definitions

Satellite - Associated or subsidiary enterprise.

Subsidiary - Company wholly controlled by another that owns more than half of its voting stock.

SCHEDULE B - CLASSIFICATION

Definitions

Multi-Hospital System - two or more hospitals owned, leased, sponsored, or contract managed by a central organization (may also include other forms or health care organizations)

Lease - Contract for exclusive possession and profits of lands and buildings either for life, or for a specified period of time.

Sponsor - Relationship between a religious organization and a health care institution that sets limits on the activities undertaken within the health care institution or is intended to further the objectives of the sponsoring organization: does not involve ownership or other legal relationships.

Contract - Agreement creating an obligation, in which there must be competent parties, subject matter, legal consideration, mutuality of agreement, and mutuality of obligation, and agreement must not be so vague or uncertain that terms are not ascertainable.

Contract Management -

Institutional Contract Management- General day-to-day management of an entire organization by another organization, under a formal contract. Managing organization reports directly to the board of trustees or owners of the managed organization; managed organization retains total legal responsibility and ownership of the facility's assets and liabilities.

Department Contract Management- General active charge of day-to day management of one or more departments/ functions of an institution/organization by another organization under a formal contract. Managing organization reports directly to the CEO of the organization in which the department/function is managed; CEO of said organization retains final administrative responsibility.

SCHEDULE C - FACILITIES AND SERVICES

Instructions and Definitions

Instructions

Please indicate the status of (not available, in-house, etc) and the selected statistics for each of the hospital services listed. Please check the ONE category, which best indicated the status of each hospital service.

Definitions

Not Available - The service was not available in the hospital or through a formalized agreement with a contractual arrangement with an outside organization and not hospital employees.

In-House - The service was available in the hospital and provided by hospital employees.

Contracted - This service was available in the hospital and provided by hospital exclusively through a contractual arrangement with an outside organization and not hospital employees.

Shared - The service was available in or through more than one hospital by way of a cooperative agreement between the hospitals.

Inpatient - Services administered to patients who have been admitted to the hospital.

Outpatient - Organized services or clinics of the hospital for the provision of emergent or non-emergent medical and dental services for ambulatory patients.

Number of Patients/Clients - The number of individuals who have received services.

Number of Visits - The number of times people entered the facility for a particular service.

Number of Procedures - The number of distinct, separate activities performed. Note: One CT procedure includes, during a single visit, the initial scan plus any necessary additional scans of the same anatomical area of diagnostic interest. Note: do not include case applications with surgical procedures.

Number of Cases - The number of patients treated either on an inpatient or outpatient basis.

Number of Deliveries - Number of live births and legal deaths.

Live Birth - A live birth is the complete expulsion or extraction from its mother of a product of conception, of at least 20 weeks gestation, which after such expulsion or extraction, breathes or shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord, or definite movement of voluntary muscles, whether or not the umbilical cord has been cut or the placenta is attached.

Cancer Case - A patient treated with a source of external beam radiation therapy. For example, two separate anatomical areas of a patient treated during the same course would be counted as one cancer case. An initial treatment for carcinoma of the cervix followed later by treatment for metastatic disease would be considered as two separate cancer cases.

Onsite - Facilities maintained by the hospital located at the address(es) reported on page 1.

Offsite - Facilities other than those indicated above.

New Radiation Therapy Patients - Persons enrolled in a radiation therapy program during the previous calendar year only.

Total Number of Radiation Therapy Patients - Persons who received therapy, including those enrolled prior to the previous calendar year.

Outpatient Clinic - Organized unit providing diagnostic or treatment services which may be limited to a specific disease or condition.

Patient Procedure - Means the initial examination of a patient and any necessary additional examinations of the same anatomic area of diagnostic interest during a single visit.

Inpatient Surgical Operating Rooms - Permanent facilities employed to perform any operative or manual procedure undertaken for the diagnosis or treatment of a disease or other disorder.

Outpatient Surgical Operating Rooms- Facilities designed to perform an operative or manual procedure undertaken for the diagnosis or treatment of a disease or other disorder on non-inpatients.

Magnetic Resonance Imaging (MRI) - The use of a uniform magnetic field and radio frequencies to study tissue and structure of the body. This procedure enables the visualization of biochemical activity of the cell in vivo without the use of ionizing radiation, radioisotopic substances, or high-frequency sound.

Schedule D - Beds and Utilization

Instructions and Directions

Instructions

FORTHE PURPOSE OF REGISTRATION, please indicate the Patient Days of Care, Number of Admissions and Beds in Use by the service categories provided which are applicable to your facility.

Definitions

Patient Days of Care - Annual total number of patients in a facility on a daily count at a specific uniform time of day.

Number of Admissions - Number of patients accepted for inpatient service of 24 hours or more, including transfers by service within hospital during the reporting period. This includes acute care admissions and newborn admissions.

Beds in Use - Sum of the number of beds staffed and available for patient care on the last day of each month of the calendar year, divided by 12.

Adult Medical/Surgical- Beds dedicated for the diagnostic and therapeutic needs of primarily adult patients, for a variety of medical and surgical conditions, including treatment of gynecological conditions and alcohol/chemical detoxification.

Adult Special Care - Beds designed, equipped, and staffed for the adult patient, requiring a higher level of medical care than that which is provided in a general medical/surgical bed. Adult special care beds do not include burn beds.

Alcohol/Chemical Dependency - Beds in which rehabilitative treatment and services are provided to inpatients whose primary diagnoses are alcoholism or other chemical dependency.

Burn - Beds specially designed, equipped, and staffed for care of severely burned patients.

Hospice - Beds designed, staffed, and equipped for care and treatment of the dying patient, with particular emphasis on the social and emotional support of the patient and the patient's family.

Intermediate Care for Individuals with Mental Retardation (ICF/MR) - Beds certified as intermediate care facility for individuals with mental retardation beds under Title XIX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301, as amended. If the beds were registered on the effective date of this rule.

Long-Term Care - Beds certified as skilled nursing facility beds, except for special skilled nursing beds, or as nursing facility beds under Title XVIII or XIX of the Social Security Act, 49 Stat. 620 (1935), 42 U.S.C. 301, as amended, licensed under chapter 3721 of the Revised Code, or otherwise designed, equipped and staffed to provide care to patients who require primarily convalescent, restorative, or long-term nursing care that is less intensive than care provided in physical rehabilitation beds.

Newborn Level I - Beds designed, equipped, and staffed for care of newborns who do not have special problems.

Newborn Level II - Beds designed, equipped, and staffed for care of newborns that require intermediate or recovery care and some specialized services.

Neonatal Level III - Beds designed, equipped, and staffed for care of newborns who require the most intensive specialized care.

Obstetric Level I - Beds for postpartum care in a hospital licensed by the Director, under chapter 3711. of the Revised Code, which has a Level I per/natal service for uncomplicated deliveries and newborns not requiring specialized services.

Obstetric Level II - Beds for postpartum care in a hospital licensed by the Director, under Chapter 3711. of the Revised Code, which has a Level II per/natal service for deliveries and newborn care requiring some specialized services but not the most specialized care.

Obstetric Level III - Beds for postpartum care in a hospital licensed by the Director under Chapter 3711. of the Revised Code, which has a Level III per/natal service for provision of the most specialized care for the most complicated deliveries and sickest newborns.

Pediatric Medical/Surgical - Beds dedicated for the diagnostic and therapeutic needs of children or adolescents for a variety of medical and surgical conditions,

Pediatric Special Care - Beds designed, equipped and staffed for the child or adolescent who requires a higher level of medical care than that which is provided in pediatric medical/surgical beds. Pediatric special care beds do not include burn beds.

Physical Rehabilitation - Beds designed, staffed, and equipped for provision of intensive, multi-disciplinary physical restorative services.

Psychiatric - Beds designed, staffed, and equipped for care of patients whose primary diagnosis is mental illness.

Special Skilled Nursing - Beds Certified as Skilled Nursing Facility Beds Under Title XVIII of the Social Security Act, 49Stat. 620 (1935), 42 U.S.C. 301, as Amended, for which a Certificate of Need was granted under division (R) (7) (d) of section 3702.51 of the Revised Code and Rule 3701-12-233 of the Administrative Code.

Registered Beds - The number and category of beds registered by the Ohio Department of Health on July 1 of each year.

Percent of Occupancy - A calculation reflecting the use of registered beds on a calendar basis. The calculation is determined by dividing (Total Patient Days of Care) by (the number of days in the reporting period times the number of registered beds).

Reporting Period - The period consisting of the calendar year from January 1 through and including December 31.

Number of Discharges - The total of acute care admissions and newborn admissions.

SCHEDULE E - HOSPITAL PERSONNEL

Instructions and Definitions

Instructions

Personnel who work in more than one area should be included in the category of their primary responsibility and should be counted only once.

In question 1, please indicate the total number of employees and fulltime employees (FTEs) per week for staffing by service category: physician, dental, etc.

In question 2, please indicate the number of practitioners on the ACTIVE and ASSOCIATE (do not include courtesy, consulting, honorary, or other) medical staff and the number of HOUSE staff in each of the following specialty groups, Do not report full-time equivalents or portions. If the exact numbers are unavailable, please give your best estimates.

Definitions

ACGME - Accreditation Council of Graduate Medical Education.

AOA - American Osteopathic Association.

ADA - American Dental Association

Full-time Equivalent (FTE) - 2080 hours per year.

PHYSICIAN SERVICES

Interns and Residents - Physicians in hospital training programs who are paid directly by the hospital.

General Medicine or Surgery Rotation Program - Organized programs in which interns practice more than one specialty.

Salaried Physicians - Staff physicians who are on the hospital payroll.

Contracted Physicians - Physicians who provide service under contract with the hospital who are not on the payroll.

Active and Associate - JCAHO categories of medical staff. Excludes those physicians in medical staff categories of courtesy, consulting, honorary, provisional or other. Include all active and associate staff who is board certified.

Board Certified - Physician who has passed an examination given by a medical specialty board and has been certified by that board as a specialist. Do not include board eligible physicians. For physicians certified by more than one board, please include only the primary certification board.

House Staff - Interns, residents and fellows receiving stipends from your hospital. Please report the number of individuals. Do not report full-time equivalent or portions. Include all house staff in ACGME, AOA, or ADA approved training positions.

DENTAL SERVICES

Dentists, Dental Residents – Dentists and dentists in hospital training programs who are on the hospital payroll.

NURSING SERVICES

Registered Nurses - Nurses who have graduated from approved schools and are currently licensed in Ohio and whose primary responsibility is the nursing care that patients receive.

Nurse Practitioner - A registered nurse having advanced skills in the assessment of the physical and psychosocial health - illness status of patients.

Licensed Practical Nurses - Nurses who have graduated from an approved school of practical nursing (vocational) and who work under the supervision of registered nurses and/or physicians.

Other Nursing Assistants - Persons under the direct supervision of a nurse who assist the nursing staff by performing routine duties in caring for patients.

PHARMACY SERVICES

Pharmacists (Licensed) - Persons licensed in Ohio who are concerned with the preparation and distribution of medicinal products.

Pharmacy Technicians - Persons who assist the pharmacist in the administration of prescribed medication to patients on the unit.

CLINICAL LAB

Medical Technologist - Persons who perform a wide range of complex and specialized procedures in all general areas of the clinical laboratory making independent and correlated judgments, and working in conjunction with pathologists, physicians, and qualified scientists. They may supervise and/or teach lab personnel.

Other Licensed or Certified Laboratory Personnel - Persons performing specified tasks which may require special training or experience. This includes medical lab.

DIETARY SERVICES

Dietitian (Registered, eligible) - Persons who have graduated from approved schools of dietetics, who meet the qualifications for professional registration.

Dietetic Technicians - Persons who function as service personnel in the nutritional care of individuals in health care facilities by assisting with planning, implementation and evaluation of food programs.

RADIOLOGICAL

Radiological Technologist/Technicians - Persons who maintain and safely use equipment and supplies necessary to portray parts of the human body on X-ray film or fluoroscopic screen, for diagnostic purposes.

Other licensed or Certified Radiological Personnel - Other persons who perform radiological services.

OTHER HEALTH PROFESSIONALS

Occupational Therapists - Persons licensed in Ohio to evaluate, plan and implement programs and activities designed to restore, develop and/or maintain a client's ability to adjust to their particular occupational role.

Physical Therapists - Persons licensed in Ohio to use physical agents, biochemical and neurophysiological principles and assisting devices in relieving pain, restoring maximum function, and preventing disability following disease, injury, or loss of limb.

Physicians Assistants - Persons specifically trained to perform tasks which might otherwise be performed by physicians themselves, under the direction of a supervising physician.

Respiratory Therapists - Persons who provide respiratory care, evaluate the patient's progress, and make recommendations for further therapy. Their proficiencies include ventilator therapy, cardio-respiratory rehabilitation, micro-environmental control and diagnostic testing.

Speech/Audiology Therapists - Persons licensed in Ohio to evaluate and treat speech and hearing disorders.

MENTAL HEALTH

Medical Social Workers - Persons who aid patients and families with personal and environmental difficulties which predispose illness or interfere with obtaining maximum benefits from medical care. (B.A. or M.S.W.)

Psychologists - Persons licensed in Ohio who apply the principles of human behavior to situations related to mental health, in which psychological functioning, which involves perception, development, adjustment ability, and personality are important factors, (M.A. or above). May include unlicensed psychologists working under supervision of a licensed psychologist.)

Psychiatric Social Workers - Persons who provide assistance to mentally and emotionally disturbed patients, collaborating with a psychiatric team in the diagnosis and treatment plan. (M.S.W., A.C.S.W.)

ALL OTHER

ALL Other Licensed Health Professionals and Technical Personnel - Persons not previously included who work in occupations requiring special education and training to allow them to function in a health setting, including members of religious orders, paid or unpaid.